

Recreational Clubs Committee Standing Orders

1. Nature of the Standing Orders

- 1.1. In the event of a dispute, the interpretation of these Standing Orders shall be made by the Chair of the Recreational Clubs Committee and his/her decision shall be final.
- 1.2. These Standing Orders shall be provided to any Member of the Recreational Clubs Committee within five college days of a written request, and will be available on its website.
- 1.3. Any Amendments to these Standing Orders need the approval of two thirds of the total votes cast at a General Meeting of the Committee.
- 1.4. Proposed Amendments to these Standing Orders must be made available at least five full College Days in advance of the meeting at which they are to be discussed.
- 1.5. Any Amendments require the ratification of the Clubs, Societies and Projects Board before they come into effect.
- 1.6. The Recreational Clubs Committee shall review these Standing Orders annually at its Annual General Meeting.
- 1.7. These Standing Orders shall not knowingly contradict the Constitution and Bye Laws of Imperial College Union, the Standing Orders of Clubs Society and Projects Board, or any Policy passed by either body.
- 1.8. These Standing Orders take precedence over a Club's Constitution, Standing Orders or other Governance Documentation.
- 1.9. These Standing Orders are superseded by – in decreasing order of priority – the Imperial College Union's Constitution and Bye Laws; Policies of the Board of Trustees; Policies of the Union Council; the Standing Orders of the Clubs, Societies and Projects Board; and its Policies.
- 1.10. These Standing Orders took effect on 1st April 2014 after being passed by a General Meeting of the Recreational Clubs Committee on 3rd March 2013 and having been ratified by the Clubs, Society and Projects Board on 18th March. All previous versions are henceforth revoked.
- 1.11. The following contractions are used:
 - 1.11.1. The Recreational Clubs Committee – the Committee
 - 1.11.2. The (Recreational Clubs Committee's) Executive Committee – the Executive
 - 1.11.3. The Clubs, Societies and Projects Board – CSPB
 - 1.11.4. Imperial College Union – the Union
 - 1.11.5. Imperial College London – the College
 - 1.11.6. Annual General Meeting – AGM
 - 1.11.7. Unless otherwise stated, Clubs refers to Clubs, Societies, Groups, Guilds or the like without distinction
 - 1.11.8. Unless otherwise stated, Club Chair refers to any individual who is fulfilling the function of Club Chair regardless of the specific titled they hold within their Club

2. Status, Aims and Objectives

- 2.1. The Recreational Clubs Committee is a Management Group of Imperial College Union as specified by the Bye-Laws of the Union (Bye-Law A).
- 2.2. In accordance with Bye-Law A, the Committee shall provide for the co-ordination and development of student activities within its Clubs.
- 2.3. The Committee shall oversee the running of its Clubs, though the Club Chairs. This includes but is not limited to:
 - 2.3.1. The Ratification of Club Constitutions

- 2.3.2. Acting as arbiter in the event of an internal dispute within a club, or between multiple clubs of the Committee
- 2.3.3. Closing or making a Club dormant (Section 9), in accordance with the Clubs and Societies Policy of the CSPB (October 2012)
- 2.3.4. Management of the Clubs' expenditure and budgets
- 2.4. The Committee shall oversee the finances of its Clubs though those individuals who hold financial responsibility for that club.
- 2.5. As a Management Group of Imperial College Union, the Committee is responsible to the Clubs, Society and Project Board through the Committee's Chair.
- 2.6. The constituent clubs of the Committee are those Clubs which are deemed to fall under its remit by the CSPB.

3. Structure and Governance

- 3.1. The Committee shall consist of:
 - 3.1.1. The Officers of the Committee – as listed in Section 5,
 - 3.1.2. A representative of each of the Committee's Clubs – normally the Club's Chair, but any full member of a Club may act as its representative. The representative does not have to be the same person at all meetings of the Committee.
- 3.2. All Full Members of the Committee's Clubs are Members of the Committee.
- 3.3. The General Meeting is the governing body of the Committee; as such, it shall exercise all the powers of the Committee.
- 3.4. The decisions of the General Committee are binding on any of its sub-committees (should any exist), and the Committee's Clubs.
- 3.5. General Meetings shall be held at least once per month during term-time.
- 3.6. Emergency General Meetings may be called by the Committee's Chair or at the written request of 10% of the voting membership, rounded up to an integer, of the Committee.
- 3.7. General Meetings are open to any Member, Full or Associate, of the Union to attend.
- 3.8. Any Member of the Committee may bring a paper, resolution, propose or second a motion or speak at the meeting. Other individuals may request the Meeting's Chair for permission to speak or to bring a paper but are unable propose or second a motion/resolution.
- 3.9. Each of the Committee's Clubs and each Officer of the Committee shall have a single vote at the meetings:
 - 3.9.1. Where more than representative is present only one vote may be cast.
 - 3.9.2. In the event of a dispute over a Club's vote, the Chair's vote has priority and in his/her absence the vote is treated as an abstention.
 - 3.9.3. It is for the person chairing the meeting to decide if a formal count is required.
 - 3.9.4. Ex office members of the committee do not have a vote, unless they hold a vote by virtue of holding another position which is entitled to a vote.
- 3.10. Quorum for the General Meeting is half of its voting members plus one.
- 3.11. Meetings shall be advertised by the Committee's Chair or Honorary Secretary at least one week in advance via the committee mailing list.
- 3.12. The General Meeting may over rule any decision made by the Meeting's Chair by passing a motion with that as its sole effect which has been proposed and seconded by voting members of the Meeting.

- 3.13. It is the responsibility of Club Chairs to inform the Honorary Secretary of any changes to its Club Officers' contact details so that the Committee's mailing list can be kept up to date.
- 3.14. The Annual General Meeting shall take place before any deadline set by the CSPB or before the end of Spring Term, whichever is soonest.
- 3.15. The day-to-day running of the Committee shall be managed by the Executive Committee of the Recreational Clubs Committee – hereinafter the Executive. The Executive is often referred to as the RCC Exec both within the Committee and the wider Union.
- 3.16. The voting members of the Executive shall be the Officers of the Committee.

4. Sub-committees

- 4.1. The Committee may choose to create any number of sub-committees, either to implement the decisions of the General Meeting or to aid in the management of its Clubs.
- 4.2. Any sub-committee shall have its own Standing Orders and shall have its purpose defined at its creation. These must include stating how often they committee shall meet, who is to be a member of the committee, and the chair of the committee.
- 4.3. Treasurers' Meetings, at the discretion of the Committee, shall be convened on the same day each week during term-time for completion of financial procedures and discussion and advice on financial issues. There is no quorum for treasurers' meetings. Changes to the day should be communicated in advanced via the Committee mailing list.
- 4.4. Treasurer's meetings shall consist of the
 - 4.4.1. Honorary Junior Treasurer, as chair,
 - 4.4.2. The Treasurers of each club (or any other member of the Club who holds financial responsibility),
 - 4.4.3. Individuals who have been invited by the Honorary Junior Treasurer for the purpose of providing support or advice on matters under discussion.

5. Officers of the Committee

- 5.1. The Officers of the Committee shall be the:
 - 5.1.1. Chair,
 - 5.1.2. Honorary Secretary,
 - 5.1.3. Honorary Junior Treasurer,
 - 5.1.4. Equipment Officer,
 - 5.1.5. Events Officer,
 - 5.1.6. Communications Officer.
- 5.2. No person shall hold more than one Officer Positions concurrently.
- 5.3. Officers hand over to their successors on the 1st of August.
- 5.4. Officers shall be ex-officio members of all RCC Clubs.
- 5.5. Officers are allowed to hold Club Officer Positions in addition to their role on the Committee; this includes being a Club Chair or Treasurer.
- 5.6. The Chair shall:
 - 5.6.1. Chair the General Meetings of the Committee and the Executive or appoint another member of the Committee to do so.
 - 5.6.2. Be responsible to the Union President, through the appropriate Deputy President, for the Committee's finances, health & safety, adherence to policy, and the activities of the Committee.

- 5.6.3. Be responsible to the Union President, though the appropriate Deputy President, for the Clubs of the Committee's finances, health & safety, and adherence to policy.
- 5.6.4. Be responsible for the efficient organisation and administration of the Committee.
- 5.6.5. The promotion, and advertising, of the Committee within the College.
- 5.6.6. Advise Clubs on the preparation and justification of tour proposals.
- 5.6.7. Chair any sub-committees in the absence of the respective Sub-Committee Chair.
- 5.6.8. Represent the Committee at any formal or ad hoc Union or College Committee or meeting which may be of importance to the RCC, or appoint a member of the Committee to go in his/her stead.
- 5.6.9. Any other duties as may be decided by the Committee.
- 5.7. The Honorary Secretary shall:
 - 5.7.1. Be responsible to the Chair for the efficient administration of the Committee.
 - 5.7.2. Record and prepare minutes for the General Meetings of the Committee and the Executive.
 - 5.7.3. Manage the Committee records, including keeping the Committee mailing lists up to date, past minutes, and any papers.
 - 5.7.4. Be responsible for organising the General and Executive Meetings including organising the venue.
 - 5.7.5. Be responsible for promoting and advertising the Committee within the College.
- 5.8. The Honorary Junior Treasurer shall:
 - 5.8.1. Be responsible to the Chair for the efficient administration of the finances of the Committee and its Sub-Committees.
 - 5.8.2. Organise weekly Treasurers' meetings, if required by the Committee.
 - 5.8.3. Assist Clubs in preparing IC Trust & Harlington Trust applications.
 - 5.8.4. Assist and promote Clubs to gain external sponsorship and equipment discounts.
- 5.9. The Equipment Officer shall:
 - 5.9.1. Be responsible to the Chair for the efficient administration and upkeep of all equipment centrally owned by the Committee, and its storage space.
 - 5.9.2. Ensure club equipment officers (or those with equivalent responsibilities) review their Club's equipment records at least twice a year.
 - 5.9.3. To be responsible for any equipment required by the Committee for any Committee event.
 - 5.9.4. Assist Clubs, with the Honorary Junior Treasurer, to gain equipment discounts.
- 5.10. The Events Officer shall:
 - 5.10.1. Be responsible to the Chair for the efficient organisation and management of the annual RCC Night Hike.
 - 5.10.2. To ensure the RCC Night Hike takes place under the chairpersonship of an appropriately experienced person.
 - 5.10.3. To report the RCC Night Hike budget and risk assessment to the RCC for approval at a general meeting. Final approval shall be through the appropriate Deputy President.
 - 5.10.4. To report RCC Night Hike updates to the RCC without disclosure of the route.
 - 5.10.5. Organise, or appoint an appropriately experienced individual to organise, other Committee activities or social events.
 - 5.10.6. To ensure other Committee Social events are reported back to the RCC for approval. This shall include any required budget or risk assessment.
- 5.11. The Communications Officer shall:

- 5.11.1. Assist the promotion of and advertising of the Committee's activities within the College.
- 5.11.2. Be responsible for the upkeep and running of the RCC website.
- 5.12. Officers shall be accountable to the Committee and shall report their activities at the General Meetings.

6. Elections

- 6.1. Elections for Officers of the Committee shall be at an Annual General Meeting.
- 6.2. Elections shall take place in accordance with the Union's Bye-Law for Minor Elections (Bye-Law G).
- 6.3. Any Full Member of the Union may stand for an Officer post
- 6.4. Only members of the Committee may vote in the election.
- 6.5. Two seconders are required to make a nomination valid. Only Full Members of the Union may act as a seconder.
- 6.6. Nominations will be accepted from the floor at the AGM if no valid nominations are received for a post.
- 6.7. The election should be advertised for at least five college days before nomination papers go up.
- 6.8. Nominations shall be open for at least 10 college days, and shall close at least one college day before the AGM.
- 6.9. Hustings for all candidates shall take place at the AGM prior to the vote.
- 6.10. The election shall be under the Alternative Vote System
- 6.11. Re-Open Nominations will stand for each post
- 6.12. Unless requested by any candidate, voting shall take place by a show of hands.
- 6.13. The Returning Officer shall be the Committee Chair or another Officer if appointed by the Committee.
- 6.14. Vacant or unfilled posts may be filled by election at any General Meeting subject to the same requirements set up above excluding the requirement on length of the nominations period.
- 6.15. Disputes over an election, should be resolved by the Executive Committee if possible, otherwise they will be referred to the Union President.

7. Censure and Dismissal of Officers

- 7.1. A General Meeting of the Committee may censure or dismiss the Officers by special resolution which must satisfy the following requirements:
 - 7.1.1. The motion shall be proposed by a member of the Committee and seconded by ten full members of the Committee at least one week before the meeting.
 - 7.1.2. The subject of the motion has full right of reply at the meeting.
 - 7.1.3. The motion shall be passed only by a two-thirds majority of the votes cast in a secret ballot.
- 7.2. Officers may appeal to the Union President within five College Days, who may uphold or over-turn the motion. This censure and dismissal procedure exists concurrently with the Union's Bye-Law governing Complaints and Discipline (Bye-Law E).

8. Creation and Closure of Clubs

- 8.1. A new Club may be created by the New Clubs and Society Committee and allocated to the Committee, in line with the New Clubs and Society Committee Standing Orders Policy of the CSPB.
- 8.2. Upon allocation to the Committee, the Club must submit a Constitution for the approval of the Committee in time for the next General Meeting.

- 8.3. A Club may be made Dormant by the Committee in accordance with the Clubs and Societies Policy of the CSPB by satisfying the criteria contained therein.
- 8.4. It is for the Committee to decide whether to make a Club dormant, regardless of whether it satisfies the criteria for entering dormancy.
- 8.5. At the end of the period of dormancy the Committee must decide either to close (dissolve) the Club, extend its dormancy period or withdraw the club from dormancy.
- 8.6. Dormant Clubs must submit a monthly report to the Chair. Failing to do so will result in the club being considered for closure at the next General Meeting.
- 8.7. A Club may be suspended by the Committee for disciplinary reasons as set out by the Clubs and Societies Policy of the CSPB. Suspension is the temporary withdrawal of Union support for a club, society or project. This may be in form of frozen finances, inability to book facilities, withdrawal of ICT support and/or prohibition to represent the Union.
- 8.8. A Club may be closed (dissolved) by the Committee when one of the following criteria is met:
 - 8.8.1. The Club's General Meeting has decided that they wish for the Club to close.
 - 8.8.2. The Club has reached the end of its dormancy period.
 - 8.8.3. Suspension of the Club has not resolved the disciplinary issue.
- 8.9. A Club may appeal against its closure to the CSPB unless the closure was as a result of a disciplinary measure.

9. Recreational Clubs Committee Awards

- 9.1. The Committee annually presents Awards to individuals who have carried out actions of note within the remit of the Committee or its Clubs. These are:
 - 9.1.1. RCC Merit: Awarded for achievements, commitment or social prowess of an individual.
 - 9.1.2. RCC Colours: Awarded for efforts above and beyond those expected of a persons' role or to individuals who have given significant and repeated outstanding contributions to the student experience within RCC Clubs & Societies throughout the year.
 - 9.1.3. RCC Distinguished Service Award: A much greater magnitude of recognition, awarded for efforts, usually over a number of years, beyond those expected of an individual within RCC Clubs & Societies.
 - 9.1.4. RCC Fellowship: Shall only be awarded to those individuals who have served RCC Clubs & Societies or the RCC Exec extensively, and enhanced the student experience in an exceptional manner, over a number of years. It is not anticipated that there will be nominees of sufficient standard for this to be given each year. Each individual, so awarded, will be given a pewter tankard with the year engraved.
- 9.2. The recipients of the awards are decided in confidence by the Executive prior to the June General Meeting, their decision is final.
- 9.3. Nominations shall be open for at least ten College Days prior to the Committee making any decisions.
- 9.4. There shall be an award each year to one Club of the RCC which has performed in an exceptional manner for its members and contributed significantly to the Committee's aims and objectives.
- 9.5. The Executive shall independently decide upon the award without the need for nominations and shall take advice from the Deputy President (Clubs & Societies) and Deputy President (Finance & Services).
- 9.6. The Awards shall normally be presented at the June General Meeting of the Committee and published in Felix.